



## ELECTRONIC DATA INTERCHANGE (EDI) TRADING PARTNER INSTRUCTIONS

The Indiana State Department of Health (ISDH) is committed to conducting its business transactions with the health care provider community as efficiently as possible. Therefore, ISDH encourages all participating providers to utilize Electronic Data Interchange (EDI), as is appropriate and practical.

Providers and Clearinghouses who are interested in filing claims electronically with ISDH are required to become an ISDH trading partner.

There are currently three (3) methods of exchanging data with ISDH. Please use the grid below to determine what forms are required depending on your data exchange method.

Method #	Data Exchange Method	Trading Partner Agreement	Trading Partner Profile – Provider	Trading Partner Profile – Clearinghouse
1	Provider sends EDI direct to ISDH	Required Provider Completes	Required Provider Completes	N/A
2	Provider sends EDI using a Software Vendor	Required Provider Completes	Required Provider Completes	N/A
3	Provider sends EDI using a Clearinghouse	Required Clearinghouse Completes	Required Provider Completes	Required Clearinghouse Completes

### Method #1: Direct EDI

ISDH requires all providers exchanging electronic data with the ISDH directly to complete and submit the Trading Partner Agreement Form and an EDI Trading Partner Profile-Provider Form.

Please refer to our EDI Companion Guides at <http://www.bccp.in.gov/> for additional requirements and current status of Direct EDI submission.

### Method #2: EDI exchange through a Software Vendor

ISDH requires all providers exchanging electronic data through an intermediary to complete and submit the Trading Partner Agreement form and an EDI Trading Partner Profile-Provider form.

Software vendors who are acting as a network switch between providers and clearinghouses are NOT required to become an ISDH Trading Partner but have to be certified by ISDH. Certification is done by testing with ISDH.

### Method #3: EDI exchange through a Clearinghouse

ISDH requires all providers exchanging electronic data through a clearinghouse to complete and submit the EDI Trading Partner Profile-Provider Form.

Providers of Service who exchange electronic data via a clearinghouse do **NOT** need to submit a Trading Partner Agreement.

The clearinghouse is the trading partner and is required to submit both EDI Trading Partner Profile-Clearinghouse Form and Trading Partner Agreement Form.

**Forms:**

**1. Trading Partner Agreement**

The Trading Partner Agreement is an understanding between parties who have chosen to become electronic business partners. The Trading Partner Agreement stipulates the general terms and conditions under which the partners agree to exchange information electronically. If an entity is sending multiple transaction types electronically, only one signed Trading Partner Agreement is required.

If a provider of service is submitting transactions through a clearinghouse, the clearinghouse is the trading partner and a Trading Partner Agreement is not required from the provider of service.

**2. Trading Partner Profile-Provider**

The Trading Partner Profile-Provider provides us with needed information that is required to ensure HIPAA compliant data exchanges.

ISDH requires all providers exchanging electronic data with ISDH directly or through an intermediary to complete and submit the EDI Trading Partner Profile-Provider Form.

**3. Trading Partner Profile-Clearinghouse**

The Trading Partner Profile-Clearinghouse provides us with needed information that is required to ensure HIPAA compliant data exchanges.

ISDH requires all clearinghouses exchanging electronic data with the ISDH to complete and submit the EDI Trading Partner Profile-Clearinghouse Form.

The completed document(s) must be signed and mailed to the following address:

Indiana State Department of Health  
Office of HIPAA Compliance  
EDI Division 3K  
2 North Meridian Street  
Indianapolis, IN 46204-3010

Once the required documents are received, we will determine whether ISDH requires a Trading Partner Agreement be sent to the clearinghouse indicated in the Trading Partner Profile-Provider form.

Upon receipt of the Trading Partner Profile and Agreement, the trading partner will be contacted to conduct EDI testing and or implementation.

If you have any questions about these forms or about the process, please contact our EDI Division at 317-233-9803.